



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

SENIOR ACCOUNTANT #407

Salary: \$67,536 - \$87,797 annually

First Review of Applications: Monday, July 12, 2010

THE POSITION

Under direction of the Lead Accountant, the selected candidate will perform a full range of advanced professional accounting duties involved in fiscal management, record keeping, reporting and financial analysis including general ledger, accounts receivable, accounts payable, and payroll.

IDEAL CANDIDATE QUALITIES:

- Governmental accounting experience in a variety of functions
- Possession of a valid California Certified Public Accountant (CPA) license
- Working knowledge of MS Dynamics GP
- Ability to satisfy competing deadlines
- Superior communication and interpersonal skills
- Ability to work as a member of a team

ESSENTIAL DUTIES:

- Oversee and participate in various critical processes; ensure disbursements comply with policy and contracts; prepare grant billings; facilitate smooth payroll process.
- Set up, maintain and reconcile a variety of ledgers and accounts; examine all accounting transactions to ensure accuracy; correct financial records as necessary.
- Monitor the accuracy of various accounts, verifying availability of funds and classification of revenues and expenditures; research and analyze transactions to resolve problems; prepare requisitions for funds to grantors and disbursements to contractors.
- Oversee, check, verify, review, and reconcile all aspects of payroll; verify time sheets; travel expenses.
- Review and verify invoices and purchase order processing.
- Prepare financial statements and coordinate external audits.
- Check, verify, review, reconcile, analyze, and generate billings to funds and grants; maintain and control grants, reconciliation, and final reports.
- Monitor SCAG's project budget to ensure that work elements are not over-expended; recommend adjustments as necessary; work with project managers

and SCAG partners, such as Caltrans and sub-regions, on budget problems.

- Code and input billings, cash receipts, journal entries, adjustments and corrections affecting accounts receivable.
- Prepare adjustments including journal entries, correcting entries, and reclassification of accounts and costs.
- Prepare quarterly and close out grant expenditure report for funding agencies include State Controller's report and Report of Expenditures for Caltrans.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

Experience: Five years of professional accounting experience in a variety of functions for a governmental entity.

Knowledge of: Accounting standards as prescribed by the Governmental Accounting Standards Board; public agency accounting, budgeting, auditing and accounts receivable procedures; principles and practices of fund accounting; project and financial budgeting and line item budget controls and reporting; automated financial management systems and computer accounting software programs; financial research and report preparation methods and techniques.

Ability to: Provide leadership under pressure in ambiguous situations; manage a complex process of disbursements preparation, grant billings and accounting; play a complementary role to the payroll process; apply federal, state and local laws and regulations pertaining to accounting and auditing work; apply generally accepted accounting transactions and problems; examine and verify financial documents and reports; prepare a variety of financial statements, reports and analyses; communicate clearly and concisely both orally and in writing; operate modern office equipment; ability to work under pressure to meet deadlines.

APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and résumé to:

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Attn: Human Resources Office
818 West 7th Street, 12th Floor
Los Angeles, California 90017
(213) 236-1931
(213) 630-1493 fax
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period before achieving regular status. Manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO plans, two PPO CalPERS health plans, two dental plans, and a vision plan. Employees must enroll in dental and vision insurance for self only. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA 457 deferred compensation plan is available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of service.
- **Sick Leave:** Employees earn sick leave at the rate of 3.6923 hours every payroll period.

- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles and a population of 18 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment, and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. SCAG also has satellite offices located in Imperial, Orange, Riverside, San Bernardino and Ventura counties.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.